

March 13, 2018

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

3101 Old Jacksonville Road

Springfield, IL 62704

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Court Operations Analyst 2
DIVISION:	Court Services Division
SALARY:	Minimum Salary \$54,563; salary upon hire to be commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Court Services Program Manager

ESSENTIAL DUTIES: The Court Operations Analyst 2 position performs advanced analytical and report writing work which results in the improvement of multiple integrated programs in a court or major administrative unit or in the development of a new or substantially revised program which affects the operation of trial or reviewing courts.

FUNCTIONS INCLUDE:

- Serves as coordinator or liaison in assigned area by maintaining effective working relationships with judicial and non-judicial agencies and personnel.
- Coordinates and conducts interviews, performs library research of a general or legal nature, confers with field experts, analyzes data and prepares preliminary reports with recommendations, and training programs tailored to the needs of the client.
- Provides technical assistance to the courts in areas such as jury management, electronic business initiatives, case flow management, recordkeeping, organization and management, reorganization, budgetary, disposition reporting, and personnel administration; determines and evaluates current procedures and resources under review and provides recommendations to improve the operations of the system through the use of standards and innovative techniques and technologies and assists with the implementation of the system.
- Conducts statistical studies of court systems to ascertain strengths and weaknesses of the current system including operational costs; identifies problems and areas for further study; adopts a study methodology and develops survey instruments; analyses data and prepares preliminary recommendations; develops instruments and systems to track recommendations for evaluating the program.

- Examines the operations and management of trial or reviewing courts to improve the delivery of services such as case flow management, budgeting, personnel administration, court organization, staffing patterns, and the impact of state funding and fine/fee collections; prepares final recommendations and assists in the implementation of the system.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A Bachelor's degree in court administration, public administration or a related area with experience in organization/management program analysis. Multiple years of experience working in court administration or court clerk's office may substitute for educational requirements.

Candidates must possess working knowledge of court recordkeeping procedures and research and organization/management analysis methods; ability to apply statistical and mathematical theories and methods to the sampling, collection, analysis, interpretation and presentation of quantified data and statistics, relating to Illinois judicial branch objectives, programs and operations; ability to exercise sound judgment in analyzing and solving problems with multiple integrated programs involving organization, program definitions, staffing patterns, productivity, budgeting, personnel administration and management practices; excellent written, oral and interpersonal communication skills; and must be proficient in the use of Microsoft Office Professional Suite.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel frequently, including overnight stays as required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

Interested individuals should submit a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Tuesday, March 27, 2018 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER